ᴬK Data Perfect™

INC.

DATA PERFECT™ QUICK REFERENCE

DEFINITIONS

↓	—	Cursor down
↑	—	Cursor up
←	—	Cursor left
→	—	Cursor right
^	—	CTRL key plus letter key
CR	—	RETURN key

★ ★ ★ GENERAL SYSTEM ★ ★ ★

OPTIONS: <— —> RETURN (Menu selection)

>	—	Move arrows up
<	—	Move arrows down

RETURN — Initiate action indicated by arrows
Note: Menu selections may also be initiated by pressing the key of the first letter of the desired option.

OPTIONS: RETURN

Pressing the RETURN key is required before the next operation will take place. This is the only time the BREAK key will not abort an operation.

OPTIONS: [Y]es, [N]o

Verify operation. The action on the bottom line must be verified by answering **Y** (yes). Answering **N** (no) will cancel the operation.

★ EDITING OF INPUT DATA

OPTIONS: —INPUT— ^ = CONTROL

^ ←	—Cursor left
^ →	—Cursor right
^B	—Cursor to beginning of input line
^Del/Backs	—Delete character at cursor position
^E	—Move cursor to end of input line
^F, or ^S	—Find next occurrence of next key pressed
ESC	—Delete (Gobble) from under cursor to end of line
Del/Backs	—Delete character left of cursor
^Insert	—Insert a space at cursor position
SHIFT Clear	—Restore data in current line to original value
Break	—Exit from present screen, return to prior screen
TAB	—Move cursor to next tab position
RETURN	—Input present line, regardless of cursor position

★ ★ ★ CREATE/REFORMAT DATA BASE ★ ★ ★

★ CREATE RECORD FORMAT/SCREEN LAYOUT

OPTIONS: [↑ ↓ ← →], [B]egin, [S]el, [Q]uit

↑	— Cursor up
←	— Cursor left
→	— Cursor right
↓	— Cursor down
Begin	— (Create) Cursor to line below last field
Sel or CR	— Select cursor as field location
Quit	— Accept screen mask, go to edit mode

★ DEFINE FIELD TYPE

OPTIONS: [D]ate, [N]umber, [F]ormula, numbers

Date	— Allow date-only for this field
Number	— Allow number-only in this field; display in format chosen. (e.g., Nxx,xxx.xx—Numeric field with display showing two decimal places)
Formula	— Calculate a value in this field from data contained in other fields. Entry must include output format. (e.g., Fxx,xxx.xx)
numbers	— Field is alphanumeric. Number indicates maximum allowable field length

★ EDIT RECORD FORMAT/SCREEN LAYOUT

OPTIONS: [I], [K], [R], [B]egin, [U]p, [D]own, [S]el, [Q]uit

I	— Insert new field prior to current field
K	— Kill (delete) current field
R	— Return to Create mode
Begin	— Goto Beginning (first field)
Up or ↑	— Cursor up one field
Down or ↓	— Cursor down one field
Sel or CR	— Select current field to edit
Quit	— Quit Edit Screen, go to Create Default

★ CREATE DATA DEFAULTS

OPTIONS: [E]dit, [Q]uit

E	— Edit (or enter) default data
Q	— Accept current default data

★ ★ ★ ADD — FILE MAINTENANCE ★ ★ ★
★ RECORD ENTRY
OPTIONS: [E]dit, [S]ave, [N]ext, [B]egin, [Q]uit, [A]bort

Edit	— Edit current record
Save	— Save current data, but retain data for next entry
Next	— Save current data, restore defaults for next entry
Begin	— Begin over on current record, restore defaults
Quit	— Save current record, return to Maintenance Menu
Abort	— Abort record entry (cancel), return to Maintenance Menu

★ EDIT RECORD ENTRY
OPTIONS: [B]egin, [U]p, [D]own, [S]el, [Q]uit

Begin	— Goto beginning of current record
Up or ↑	— Cursor up one field
Down or ↓	— Cursor down one field
Sel or **CR**	— Select current field to edit
Quit	— Quit editing data

★ ★ ★ SEARCH (EDIT) — FILE MAINTENANCE ★ ★ ★
★ SELECT SEARCH FIELDS
OPTIONS: [R], [B]egin, [U]p, [D]own, [S]el, [Q]uit

R	— Search by Record number (min,max)
Begin	— Goto Beginning of current record
Up or ↑	— Cursor up one field
Down or ↓	— Cursor down one field
Sel or **CR**	— Select current field for search specifications
Quit	— All search specifications have been entered.

★ SEARCH SPECIFICATIONS
OPTIONS: ">=<?*\

"	— Match if any of the search characters are found
>	— Match if greater than search data
=	— Match if equal to search data
<	— Match if less than search data
?	— Single character "don't care" wildcard
*	— Multiple character "don't care" wildcard
/	— Multiple search specification delimiter (ESC 2)
<=	— Match if less than or equal to search data
>=	— Match if greater than or equal to search data
<>	— Match if not equal to search data
0	— Date element "don't care" wildcard

★ SEARCH RESULTS — (with record displayed)
OPTIONS: [P]rint, [B]ack, [N]ext, [D]el, [E]dit, [Q]uit

Print	— Print current record to printer
Back	— Back up to previous matching record (if any)
Next	— Find next matching record
Del	— Delete current record from disk
Edit	— Edit current record (changes are saved to disk)
Quit	— Quit record search, return to Maintenance Menu

★ ★ ★ VIEW FORMAT — UTILITIES ★ ★ ★
OPTIONS: [P]rinter, [S]creen

P	— Send format of current data base to printer
S	— Display format of current data base on screen

★ ★ ★ REPORTS and MAILING LABELS ★ ★ ★
★ CREATE REPORT/MAILING LABELS
OPTIONS: [C], [N], [E], [↑ ↓ ← →], [B]egin, [S]el, [Q]uit

C	— Center data on printout
N	— Print this field next to previous field with no spaces
E	— Cursor to end of video line
↑	— Cursor up
←	— Cursor left
→	— Cursor right
↓	— Cursor down
Begin	— Cursor to beginning of video line
Sel or **CR**	— Select cursor as location for next print field
Quit	— Quit Report Create, advance to Edit Screen

★ REPORT/LABELS SPECIFICATIONS
OPTIONS: [B]old, [T]otal, @DRN#F" ⊥

Bold	— Print field in Bold type
Total	— Print field total (subtotal on level-break)
@	— Print current page number on report
D	— Print current date on report
Rx,n	— Print chosen character (x), 'n' times on report
Nn	— Print name of field 'n' on report
#n	— Print data from field 'n' on report
Fxxx	— Print result of formula on report (next prompt is "—INPUT—FORMULA")
"	— Print following words/characters on report (literal)
⊥	— Print 1 of 3 words depending on result of formula (next prompt is "—INPUT—FORMULA"). If result is negative-print 1st word; if zero-2nd; if positive-3rd. (e.g. ⊥ left\straight\right)

★ EDIT REPORT/MAILING LABELS SCREEN
OPTIONS: [K], [R], [B]egin, [U]p, [D]own, [S]el, [Q]uit

K	— Kill (delete) current field
R	— Return to Create mode.
Begin	— Goto beginning field of report
Up or ↑	— Cursor up one field
Down or ↓	— Cursor down one field
Sel or **CR**	— Select current field to edit
Quit	— Quit Edit mode, return to Reports/Labels Menu